

City of Lauderhill  
**Submittal Instructions**  
for

Purchase Assistance and Rehabilitation Programs

**HOW TO APPLY**

The City of Lauderhill has received funds to assist eligible residents and potential residents with purchase or rehabilitation assistance. Both purchase and rehabilitation programs are Second Mortgages. THIS IS NOT A GRANT.

In order to participate in the program, you must following the instructions below:

1. Print the application from the City's Grants Webpage
2. Complete the application
3. Gather documents requested on the checklist
4. Upload the forms on to your computer
5. Make copies of the documents gathered
6. Visit the City's Neighborly portal
7. Register for an account
8. Select the type of assistance you are interested in receiving
9. Complete the forms in the portal
10. Upload the obtained documents from step 4 into the portal
11. Electronically sign the document
12. Submit your application

**Incomplete applications will be denied and returned.**

Application review will take 2 ½ to 3 months for processing. Staff will contact you should additional information be needed. The City currently have approximately 11 slots for rehabilitation and approximately 5 slots for purchase assistance applicants. Applications will be accepted until all slots have been filled.

**APPLICATIONS ONLY BE ACCEPTED THROUGH THE PORTAL**

Applications will be accepted and reviewed on a first come, first qualified, first served basis for rehabilitation applicants. Applications will be accepted and reviewed on a first come, first qualified, first closed, first served basis for purchase assistance applicants. The City reserve the right to show preference to special needs applicants.

## **REQUIREMENTS**

In order to participate in one of the programs, you must comply with the following:

1. Must be a Lauderhill owner-occupant
2. Must adhere to the City's underwriting guidelines
3. You must income qualify and your property must qualify
4. Cannot exceed \$25,000 in assets
5. Must not have more than one mortgage on the home
6. Must be in good standings with City services
7. Must have a valid email address and telephone number
8. Homes with unpermitted structures cannot participate in the program
9. Homes with reverse mortgages cannot participate in the program

## **AWARD**

Award is based on need up to \$40,000 for rehabilitation program and up to \$40,000 for purchase assistance. **FULL AWARD IS NOT GAURANTEED.**

Recipients are required to sign a contract and Second Mortgage documents for each program. THIS IS A VOLUNTARY PROGRAM, failure to comply with state and federal requirements will result in withdrawal of your application.

**DO NOT SUBMIT SOCIAL SECURITY CARDS.**